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## HOMEWORK POLICY

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### **SECTION 1. BEN FRANKLIN ACADEMY**

#### **MISSION**

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

#### **VISION**

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

#### **PURPOSE**

Ben Franklin Academy (BFA) implements an academically rigorous curriculum in a balanced fashion. This policy seeks to define the balance between oft-competing goals.

### **SECTION 2. HOMEWORK**

Homework is an integral and essential part of BFA's academic program. Assignments will vary in accordance to the needs of the class and will relate to classroom instruction. Homework assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to assess student understanding of classroom instruction. Completion of routine homework can motivate students to develop good work habits, while increasing the opportunity for individual initiative and responsibility. Homework can also stimulate creativity, critical thinking and awareness that learning can take place outside of the classroom. Homework may be modified based on students' individual needs (i.e., IEP, 504 Plans).

Homework is a form of Formative Assessment and is designed to:

- Improve skill retention;
- Inform instruction;
- Assess continuously during teaching to influence learning; and
- Provide timely feedback on a particular skill/concept.

#### **GUIDELINES FOR STUDENTS, PARENTS, TEACHERS AND ADMINISTRATORS**

##### *Homework Policy Guidelines for Students*

- Always do your best work.
- Record directions for homework in your assignment notebook.

- Understand assignments clearly before leaving class.
- Bring home the proper materials to complete the assignments.
- Hand in completed assignments on time.
- Budget time properly for long-term assignments.
- Complete any work missed due to absence from class.
- Perform work independently.
- Talk to your parents and teacher if you are having difficulty with homework.

#### *Homework Policy Guidelines for Parents*

- Be familiar with the philosophy and guidelines of this policy.
- Check your child's assignment notebook.
- Provide a time and place to do homework assignments with limited interruptions.
- Actively supervise homework completion, assist with "drilling/quizzing" if necessary, answer questions your child asks and review the homework for accuracy and completeness. Otherwise, your child should complete his/her homework independently.
- Oversee completion of long-term assignments to assist in understanding time management.
- Contact the teacher with questions or concerns.

#### *Homework Policy Guidelines for Teachers*

- Assign homework on a daily basis or longer-term, such as a report, as appropriate.
- Ensure that students clearly understand all homework assignments.
- Require that each student fill out his/her assignment book.
- Do not assign group projects as homework, unless students can work on their individual parts independently.
- Coordinate assignments, tests and projects with other teachers, as appropriate, to avoid overburdening students.
- Discuss, correct and return assignments to students.
- Submit specific procedures/practices to administration and clearly communicate them to students and parents.
- Communicate with parents of students who are falling behind in completing homework assignments.

#### *Homework Policy Guidelines for Administrators*

- Include this policy in all teacher, parent and student handbooks.
- Require teachers to communicate this policy and any additional teacher-specific approved procedures/practices to students and parents.
- Make certain that teachers are implementing this policy consistently and uniformly.
- Assist teachers, when necessary, in implementing this policy.
- Observe use of homework during classroom visits.
- Review homework samples and assignments periodically.

- Give suggestions to teachers, when necessary, on how assignments could be improved.

**TIME**

It is difficult to quantify the amount of time it will take each student to complete a homework assignment as the actual time required to complete assignments will vary with each student’s study habits, academic skills and selected course load. Therefore, BFA does not set universal time allotments that apply to every student. Homework expectations can best be described by what activities students can expect on a nightly basis. If your child is having difficulty on a consistent basis completing assignments, please contact your child’s teacher for assistance. The amount of work brought home may be impacted by any opportunities to complete assignments in school. Teachers will be aware of grade specific or school-wide evening commitments for students and adjust homework accordingly. Studying for quizzes/tests and work on long-term projects will occur, and families need to account for these activities.

<b>BFA Nightly Homework Expectations</b>			
<b>Subject</b>	<b>K-2</b>	<b>3-5</b>	<b>6-8</b>
<b>Math</b>	<ul style="list-style-type: none"> <li>• Side “B” Practice Sheet and Fact Sheet</li> </ul>	<ul style="list-style-type: none"> <li>• 30 problems from the textbook for grades 4 and 5</li> <li>• 3<sup>rd</sup> grade either side “B” Practice Sheet and Fact Sheet or 20 problems from text book</li> </ul>	<ul style="list-style-type: none"> <li>• 30 problems from the text book</li> </ul>
<b>Reading, Writing and Spelling</b>	<ul style="list-style-type: none"> <li>• Nightly reading</li> <li>• Study spelling words</li> </ul>	<ul style="list-style-type: none"> <li>• Nightly reading</li> <li>• Study spelling words</li> <li>• Grammar packet</li> <li>• Writing activities</li> </ul>	<ul style="list-style-type: none"> <li>• Nightly reading</li> <li>• Grammar packet</li> <li>• Writing activities</li> </ul>
<b>Science</b>	<ul style="list-style-type: none"> <li>• Study concepts</li> <li>• Review for tests</li> </ul>	<ul style="list-style-type: none"> <li>• Review notes</li> <li>• Review for tests</li> <li>• Occasional worksheets</li> </ul>	<ul style="list-style-type: none"> <li>• Review notes</li> <li>• Review for tests</li> <li>• Occasional worksheets</li> </ul>
<b>Social Studies</b>	<ul style="list-style-type: none"> <li>• Study concepts</li> <li>• Review for tests</li> </ul>	<ul style="list-style-type: none"> <li>• Review notes</li> <li>• Review for tests</li> <li>• Occasional worksheets</li> </ul>	<ul style="list-style-type: none"> <li>• Review notes</li> <li>• Review for tests</li> <li>• Occasional worksheets</li> </ul>
<ul style="list-style-type: none"> <li>• Homework will not be assigned over the weekend or during school breaks (studying for tests or work on projects may occur over the weekends/breaks).</li> <li>• Students should read for pleasure on weekends and vacations.</li> <li>• The nightly reading can be an adult reading to the child.</li> <li>• If your child is consistently spending an inordinate amount of time completing homework, please contact the teacher to discuss.</li> </ul>			

**TESTS/PROJECTS**

Tests and projects, if any, will be identified at the beginning of each unit. At that time, teachers will provide a best estimate of when test dates will occur and when projects will be due. The dates will be confirmed as the class nears completion of the unit.

**LATE WORK**

BFA expects students will complete all homework and projects in a timely manner. Refer to the Grading Policy for information on how late work will be graded.

**ABSENCES**

Students are expected to complete their assigned homework whether they attended class or not. Students shall turn in homework within two (2) school days after they return to school from an absence. For example, if a student is out of school on Monday and Tuesday, all homework for Monday and Tuesday will be due no later than the following Monday. Refer to the Student Attendance Policy for additional information regarding absences and missed/make up class work and homework.

**MAJOR PROJECTS**

Work on major projects is not specifically included in the BFA Nightly Homework Expectations set forth above.

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**POLICY HISTORY:**

Original: approved by the Board 8/23/2011

Revision: approved by the Board on 9/10/2013

Revision: approved by the Board on 8/12/2014

Review: by the Board on 8/11/2015; 8/9/2015